



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

May 14, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001 – 58

TO: All ISIS HR Paid Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Memorial Day Holiday

Although Monday, May 28, 2001 is a state holiday, most ISIS HR payroll processing for pay period 05/14/01 through 05/27/01 for payday 06/01/01 will remain the same. There will be a change in distribution and transmission of off-cycle checks. Processing schedules for this holiday week are listed below:

1. Timekeepers will be locked out at 12:00 noon, Monday, May 28, 2001.
2. Employee Administrator personnel will be locked out at 6:00 p.m., Monday, May 28, 2001.
3. Off-cycle checks and EFT payments will be printed and transmitted on Monday, May 28, 2001 for off-cycle processing that was completed by the agency on Friday, May 25, 2001. These off-cycle checks will be mailed on Tuesday, May 29, 2001.
4. EFT file transmission to the bank for the regular payroll will be processed Wednesday, May 30, 2001.
5. Earnings statements of employees on Direct Deposit will be mailed on Thursday, May 31, 2001, provided that there are no problems.
6. All regular payroll checks will be mailed on Friday, June 1, 2001.

OSIS will be distributing a memorandum to address Help Desk support on this day. If you have any questions regarding system issues relative to this holiday, please contact the ISIS HR Help Desk at (225) 342-2677. Questions pertaining to distribution of checks and transmission of EFT files can be directed to Ralph Noland at (225) 342-5377.

RSM:JWC:kmb